

NEVADA DEPARTMENT OF CORRECTIONS	CHAPTER 200 SUPPORT SERVICES	SUPERSEDES: AR 209 (01/21/92)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 209 FINANCIAL ASPECTS OF REPORTING ESCAPES TEMP	EFFECTIVE DATE: 04/24/03

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MANDATORY REVIEW DATE

04/24/04

PURPOSE

To establish a procedure for reporting overtime and per diem costs relative to escapes and submission of same for reimbursement from the Nevada Department of Corrections Inmate Welfare Fund (IWF).

AUTHORITY

NRS 209.246

NRS 212.040

NAC 284.214

RESPONSIBILITY

The Administrative Service Officers and Offender Management Supervisors are responsible for reporting of escape costs to the Department Fiscal Services Division.

DEFINITIONS

INMATE WELFARE FUND (IWF) – A budget account within a special revenue fund consisting of transfers from the Offender’s Store Fund and other incidental revenues.

OFFENDERS STORE FUND (OSF) – The OSF is a special revenue fund consisting of revenues generated by proceeds from sales at the inmate stores and coffee shops, hobbycraft sales, vending machine sales and commissions from pay phones.

PER DIEM – For the purposes of this regulation, an expense for mileage and meals incurred by employees involved in escape coverage while away from their institution of assignment. Per Diem is paid at the existing state rate for mileage and meals.

PRISONERS PERSONAL PROPERTY FUND (PPF) – The PPF is a trust fund created for the deposit of all monies received by the inmates during incarceration. The individual inmate's account with the PPF is divided into three parts: (a) Trust Account, (b) Trust 2 (Trus2) and (c) Savings Account.

WEEKLY TIMESHEET - the official state document which records all leave taken or exception hours such as overtime worked by individual state employee.

PROCEDURES

209.01 FINANCIAL ASPECTS OF REPORTING ESCAPES – FACILITY

1.1 An escape expense report will be forwarded by the Warden, Camp Manager or Offender Management Supervisor to the Assistant Director, Support Services/designee at the conclusion of the pay period in which the escape occurred.

1.1.1 The expense report will detail all expenses related to the particular escaped inmate(s), such as overtime for pay, per diem expenses and outside agency costs (i.e. helicopter rental, horse rental, NHP or local law enforcement staff back up costs).

1.1.1.1 All overtime worked for escape coverage status by all departmental employees involved regardless of rank or grade will be submitted for pay – NO EXCEPTION. The Overtime Code on the time sheet shall be 58 to indicate overtime earned due to an escape.

- Overtime costs, if not submitted for pay, are not expenses but rather liabilities and cannot be reimbursed from the Inmate Welfare Fund.
- Offender Management staff who prepare the retake warrant and update the NCIC will complete an escape expense report if overtime is incurred. The report will be submitted with the Notice of Escape as defined and explained in this regulation.

1.1.1.2 Trip mileage is to be claimed from the escape institution to specific area of coverage and return unless an individual is instructed to report to the specific area of coverage directly from individual's home without reporting to the escape institution.

- Mileage is NOT to be claimed from home to escape institution and return when called to an institution on escape.
- Mileage rates are based on the current State Administrative Manual. It is important on mileage claims that a brief narrative accompany the mileage claimed which explains the routes patrolled in escape coverage. Claims should also list escaped inmate(s) name(s) and DOC number(s) (State Travel Claim – Attachment A).

1.1.1.3 Meals are eligible expenses.

- The same time frames apply for meal eligibility as on regular travel status. The regular duty shift of all escape coverage employees submitting per diem travel claims should be listed on the claim form as well as the actual time frames the employee entered and left escape coverage status. Failure to do so will only delay processing of claim until all information is provided and can be verified.

1.1.2 Expense reports may be typed, computer generated or handwritten but must be legible.

1.1.3 Additionally, a brief narrative report describing the circumstances surrounding the escape will be submitted with the escape expense report.

1.1.4 The escape expense report will in all instances follow the attached sample format (Escape Expense Report - Attachment B).

1.1.4.1 The report heading will include the title Escape Expense Report and will list full names of escaped inmate(s), Department's number(s), institution/facility involved and date of escape at the center top page and each successive page if more are required.

1.1.4.2 First column – Staff – will list all employees involved in escape coverage and include first and last names. In the instance of staff with the same first and last names, a middle initial or name must be included to differentiate the specific employee.

1.1.4.3 Second column – Overtime Hours – list actual overtime hours worked by each employee. Again, all overtime worked for escape coverage must be submitted for pay. This column must reflect staff reporting for escape duty.

1.1.4.4 Third column – Overtime Cost – will be used by the analyst and should be left blank. Overtime hours earned over a period of days must be listed separately by day as should meals and mileage charges.

1.1.4.5 Fourth and Fifth columns - Meals and Mileage – should list meal and mileage expenses respectively incurred by specific employee and specific day. Meals and mileage column should total by day and with an aggregate total for each column at the bottom of the report. Escape Expense Report may well be several pages in length if escape coverage activities extend over a period of a several days or longer.

1.1.4.6 At the bottom of the report the following statement should be included, signed and dated by the Warden/Manager.

I certify that this report is complete and accurate and that the overtime claimed for each employee involved has been reconciled and verified to the individuals Weekly Timesheet.

209.02 FINANCIAL ASPECTS OF REPORTING ESCAPES – CENTRAL OFFICE

1.1 The Budget Analyst assigned to inmate escape reports will receive a copy of a Notice of Escape from the Offender Management Division (OMD).

1.1.1 When a Notice of Escape is received, the information on the notice must be entered into the, “Escape Fund Reimbursement Request” spreadsheet maintained by Fiscal Services.

1.2 Quarterly the Budget Analyst assigned to escape reporting will request from the OMD Statistician, a copy of the year-to-date Inmates Currently on Escape Status report to ensure that all escapes listed on this report also appear on the Escape Fund Reimbursement Request spreadsheet.

1.3 Quarterly the Budget Analyst assigned to escape reporting will review the Escape Fund Reimbursement Request spreadsheet and ensure that an escape expense report has been received from the institution/facility.

1.3.1 If the expense report has not been received, the Budget Analyst will contact the institution/ facility where the escape occurred and request from the Warden/Manager, copies of the escape expense report.

1.3.2 Upon receipt of the escape expense report, the Budget Analyst will verify the payment of overtime. The sum of all Correctional Officer escape overtime is then entered on the Escape Fund Reimbursement Request spreadsheet. Similarly, costs for travel (Cat 03) or operating (Cat 04 if required), are entered directly in the Escape Fund Reimbursement Request spreadsheet.

1.3.3 If more than one person escapes at the same time, the costs are allocated between the number of escapees. For example, if two persons escape and the total overtime was \$600 during a single pay period, then \$300 would be charged to each escapee. Costs are calculated for each pay period separately.

1.4 Quarterly, a copy of the Escape Fund Reimbursement Request spreadsheet must be printed and sent to the Inmate Service Section, Management Analyst III with a memo requesting reimbursement.

1.5 Inmate Services will prepare and forward the payment document for signature to their assigned Budget Analyst. The payment document is then forwarded to NDOC Accounting for the receiver's coding. Reimbursements are always credited to Budget Account 3710 revenue ledger 4751, Transfer from the IWF.

1.6 Quarterly, the Budget Analyst will verify through the Data Warehouse of Nevada (DAWN) system that the Escape overtime has been credited back to the Director's Budget Account 3710.

1.7 Semi-annually, the Budget Analyst will prepare a reconciliation report documenting the status of reimbursements and forward to the Chief of Fiscal Services.

1.8 Annually, the Budget Analyst will ensure all reimbursements are recorded to close the fiscal year.

REFERENCES

None

ATTACHMENTS

Attachment A Form TE Travel Expense Reimbursement Claim

Attachment B Escape Expense Report

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.